



# Rainbow Teddies Pre-school Policy Document

## Staff Sickness and Absence Policy

### Safeguarding and Welfare Requirements:

3) Staff Qualifications, Training, Support & Skills

10) Information & Records

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Policy Statement:

Rainbow Teddies Pre-school recognises that employees may be absent from the organisation for a variety of reasons. To ensure that the staff team are treated in a consistent and equitable manner, this document provides the framework for dealing with such circumstances.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend.

## Procedures

- Any sickness/absence should be reported to manager by 8.00am, by telephoning her personal mobile (**all staff should have a note of this**) giving a clear indication of the nature of the illness/absence and a likely return date.
- Any sickness/absence of less than seven days requires an employee to complete a 'Self Certificate' available from any Doctor's Surgery or downloadable from [www.direct.gov.uk](http://www.direct.gov.uk).
- Sickness absence which exceeds seven days requires an employee to obtain a 'Fit Note' from their GP.
- A 'Return to Work Discussion' with manager will take place after each period of sickness/absence. This is to establish: the reason for and cause of the absence; to consider whether there is anything the manager or organisation can do to help; and to confirm that the employee is fit to return to work.
- A more formal review will be triggered by: frequent absences e.g. three separate periods of absence in a rolling year; or after any long term absence.
- A period of absence of one to three days will be considered as 'short term' absence.
- A period of absence of four days or more will be considered as 'long term' absence.
- If an explanation for absence is not forthcoming or considered to be unsatisfactory disciplinary procedures will apply.
- All records relating to staff absence/sickness will be stored confidentially and securely.

## Sick Pay

Normal statutory sick pay applies. Please refer to your individual contract of employment.



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## **Maternity**

Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to reasonable time-off with pay, to attend antenatal clinics. Statutory Maternity Pay will apply as appropriate.

## **Disability**

Absence relating to disability will be recorded separately from sickness records. We work within the framework of the 'Equality Act 2010' to ensure an inclusive and anti-discriminatory approach.

## **Time Off For Dependents**

In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent relative or partner who becomes ill or incapable, then an employee can request up to two days leave to organise appropriate care. This leave will be unpaid and the request should be made to the manager as soon as a problem is identified.

## **Time Off For Medical Appointments**

Where possible, appointments for Doctor, Dentist, Optician, Hospital etc. should be made outside of normal working hours.

## **Bereavement/Compassionate Leave**

An employee can request up to two days leave; this leave will be unpaid and the request should be made to the manager as soon as possible.

## **Annual Leave/Holiday Entitlement**

Please refer to individual contract of employment.

**For further guidance on all matters relating to sickness and absence, including your rights as an employee and the relative legislation please refer to guidance found at [www.acas.org.uk](http://www.acas.org.uk) and/or [www.direct.gov.uk](http://www.direct.gov.uk). These sites were also used as a point of reference/guidance, in the process of creating this document.**



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**Please also refer to:**

- Equality of Opportunity & Inclusion Policy
- Staff: Employment and Training Policy
- Disciplinary Policy & Procedures
- Grievance Policy & Procedures